

**BACKGROUND SCREENING APPLICATION INFORMATION AND INSTRUCTIONS****Page 1****PURPOSE**

Persons associated with programs (i.e., employees, volunteers, board members, providers of care) licensed to serve children and/or vulnerable adults, and who have direct access to children and/or vulnerable adults must pass a criminal background and child and/or adult abuse background screening regardless of the person's specific job responsibilities in relation to the program.

Licensed programs are required to request background screening for each staff prior to hiring. The program assumes full responsibility for supervising individuals if they are hired before receiving the required background screening clearance.

Background screening standards and procedures are described in UCA62A-2-120 and 121 and Rule R501-14 and Rule R501-18. "Clearance" through this process does not mean that the applicant has no criminal or abuse record. A clearance issued by the Office of Licensing for licensing purposes cannot be used for other purposes nor shared with any other agencies.

**DUE PROCESS**

Due Process is provided for applicants and licensees. A background clearance may be denied for certain felony, misdemeanor or infraction convictions; for certain child or adult abuse records; or for failure to provide information. When a denial occurs, the program or foster care applicant will be notified of the action taken and appeal procedures. No appeal is available for failure to provide information. Inquiries about the criminal record, including expungement or correction procedures, may be made by the applicant to the Utah Department of Public Safety, Bureau of Criminal Identification, 3888 West 5400 South, Salt Lake City, UT 84114-8280.

**CONFIDENTIALITY**

Confidentiality of applicant information is the responsibility of the Office of Licensing and licensed programs. The Office will notify the program or foster care applicant of background clearance denials but cannot discuss the specific results of a criminal background screening with either the applicant or the licensed program.

**SUBMITTING AN APPLICATION**

The "Licensee's Representative" (program/facility designee or foster care licensor) is responsible for submitting the completed Background Screening Request Form to the Department of Human Services Office of Licensing. The Applicant reviews the entire document, reports complete and accurate information, submits appropriate ID, and signs the top portion of the page. The Licensee Representative completes and signs the bottom portion. Incomplete applications cannot be processed.

The Licensee Representative is also responsible for viewing and providing a legible photocopy of *one* of the following official photo ID's and attaching it to the form.

- Applicant's Driver License
- Applicant's State Identification Card

The Applicant is responsible to return the completed form and ID to the Licensee Representative.

Attention Licensee Representative: Please check the foster/proctor care services only if the applicant provides foster care services in their home. Send the completed form and copy of official photo ID to:

**Utah Department of Human Services  
Office of Licensing, CBS Unit  
120 North 200 West, #303  
Salt Lake City, Utah 84103**

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*See page 2 for more information on:*

- *Applicants who have lived outside Utah*
- *Applicants who have lived outside the U.S.*
- *Checking the status of a submitted application*

**BACKGROUND SCREENING APPLICATION INFORMATION AND INSTRUCTIONS****Page 2****HAS THE APPLICANT LIVED OUTSIDE UTAH?**

Any applicant who has lived in another U.S. state outside Utah for the past five years from application submission date must comply with a national criminal background check through the Federal Bureau of Investigation. This applies to all of the following:

- An applicant who has lived in another U.S. state outside Utah for six or more consecutive weeks (including but not limited to military duty, religious missions or educational studies).
- Anyone maintaining an out-of-state driver's license (this is considered holding residency for another state).
- Anyone that completes an initial criminal check in Utah, then moves to another state for six or more consecutive weeks. In this case a nationwide check will be required at license renewal.

If the applicant falls under any of the above categories, they must submit two fingerprint cards and a money order, cashiers check or corporation check for \$24.00 payable to the Department of Public Safety with the Background Screening Application. Renewal applicants do not need to submit fingerprint cards each year as long as the applicant has continued living in the State of Utah since their initial clearance, they hold a Utah driver's license, and they have continued their employment with the same program.

**FINGERPRINT CARD RETURNS**

*Please note the following reasons a fingerprint card can be returned. Take necessary steps to avoid rejection and to assure prompt processing:*

- All identifying information fields are not completely filled out. Signature of person being fingerprinted or official taking fingerprints is missing.
- Fingerprint card has highlighting marks or holes. Fingerprint card has been folded, crumpled or otherwise altered.
- The \$24.00 fee is not in the form of a money order, cashiers check or corporation check.
- Payment is not in the correct amount of \$24.00. Fee payments cannot be combined except for married couples with the same last name.
- Payment is not made payable to **Department of Public Safety**.
- Two fingerprint cards per applicant are not included with the Background Screening Application.

**HOW TO OBTAIN FINGERPRINT CARDS**

Applicants will obtain fingerprint cards from their Licensee Representative. Licensee Representatives will contact the Department of Public Safety at (801) 965-4569 to request a supply of blank fingerprint cards. DPS will need to know the estimated number of cards to be used in a year's time, the program/facility name, a contact name, mailing address and telephone number.

**OUT-OF-STATE CRIMINAL HISTORIES**

If a national FBI background check indicates the applicant has a criminal history in another state the applicant or facility will be given state-specific instructions (each state has different requirements) to complete the out-of-state check.

**HAS THE APPLICANT LIVED OUTSIDE THE UNITED STATES?**

Any applicant that has not lived in the United States for the past five years from date of application submission (and was a citizen or resident of another country) must obtain the country-appropriate background check/police certificate showing the individual does not have a criminal history in that country and attach the original document to the Background Screening Application.

- Countries other than the United States include: Puerto Rico, American Samoa, U.S. Virgin Islands and Guam.
- Resident of another country means someone who was born, relocated or lived as a resident or citizen of a country other than the United States of America.
- Exclusions to this include persons serving U.S. military duty or religious missions.
- For information on obtaining an out-of-country background check, contact the corresponding embassy in Washington D.C. Call Directory Assistance at 411 for embassy telephone numbers.

**CHECKING THE STATUS OF A SUBMITTED APPLICATION**

Applicants should work through their Licensee Representative to obtain information about the status of their application. Licensee Representatives may address questions or concerns to the Office of Licensing at 538-4242.

If approved, this form will be returned to the Licensee Representative and must be kept on file and available for review by the Office of Licensing. Please allow up to a month for the Office of Licensing to issue a decision, or request additional information. If the Licensee Representative who submitted the Background Screening Application receives no response within a month, inquiries should be directed to the Office of Licensing, Criminal Background Screening Unit.